



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> T-05-091-JC	2. <u>Title, Series, Grade, Salary</u> Biological Science Laboratory Technician GS-404-4/5/6 \$25,570 to \$41,457 per annum	3. <u>Tour of Duty</u> Dayshift M-F	4. <u>Duty Station</u> Research Service, Portland, OR Division
5. <u>Type & Number of Vacancies</u> Temporary, NTE 13 months Multiple Full-time position(s)	6. <u>Contact</u> Tonya Griffin 503-220-8262 x 57527	7. <u>Opening Date</u> 1-10-05	8. <u>Closing Date</u> 6-30-05

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

The incumbent maintains the laboratory facilities and equipment and controls supplies. Maintains and controls laboratory records. Prepares samples of blood, tissue, urine or other organic substance providing specimens that effectively support test, examination, or research procedures and perform test and examination procedures for diagnostic, surveillance, experimental and reference samples. Incumbent also performs other duties and assigned.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment are applicable.

General Experience: GS-4: Six months of any type of work that demonstrates the applicant's ability to perform the work of the position, or experience that provides a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: GS-4: Six months of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities necessary to successfully perform the duties of this position. This specialized experience must have been comparable to the next lower level (GS-3) in the Federal Service. Experience must have been related to the work of the position for which application is made. **GS-5 and GS-6:** At least one year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities necessary to successfully perform the duties of this position. This one-year of specialized experience must have been comparable to the next lower level in the Federal Service. Experience must have been related to the work of the position for which application is made. Examples of qualifying specialized experience include: research activity or control program work; nursery work the required the growing and maintenance of plants in a controlled environment; and work comparable to that with a large dairy farm where production records, animal environment, and sanitary conditions were kept in accordance with modern dairy practice.

Substitution of Education for Experience: If using education as a substitute for experience, please submit a copy of your college transcripts with application packet. **GS-4:** Successful completion of 2 years of study above the high school level with a major study of at least 12 semester hours in any combination of scientific or technical courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture, or mathematics. At least six semester hours of course have directly related to the position being filled. **GS-5:** Successful completion of a four year course of study above the high school level leading to a bachelor's degree with a major study of at least 24 semester hours in any combination of scientific or technical courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture, or mathematics. At least six semester hours of courses must have been directly related to the position being filled.

VACANCY ANNOUNCEMENT INFORMATION SHEET

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge of the technical methods and procedures for a work area to employ them in carrying out (alone or as a fully functioning team or crewmember), a variety of technical duties common to a specialty area.
2. Knowledge of the basic principles of a biological science to assess readings and measurements taken, tests executed, observations made, work completed, sample collected, etc.
3. Skill in interpreting results of standard tests repetitively performed in the organization based on previous experience and observations.
4. Knowledge to operate complex equipment systems such as those with numerous components or parts, which must be calibrated and synchronized to achieve desired results.

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non citizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

For 1st consideration, US Citizens may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, PO Box 1034, Portland, OR 97207, received no later than **Close of Business (COB) on 01-14-05**, or brought in person to Human Resources, Bldg 100 Rm. 6C12, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239 by the **COB on 01-14-05**. This position will be open until filled. Forms are available in the Human Resources Office or on our website, www.va.gov/portland/hr.

1. [OF 612 \(Optional Application for Federal Employment\)](#), or Resume. (Please refer to [OF-510 \(Applying for a Federal Job\)](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
3. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
 - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
 - c. VA letter of service-connected disability rating dated within the last 12 months.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**